EAS IV:
Checks to Make prior to Transmission

Advanced MEPRS and Financial Reconciliation Class

2 - 5 March 2010

Agenda

- Financial Processing & Checks
- Personnel Processing & Checks
- Workload Processing & Checks
- Preallocation Checks
- Allocation Reports

Financial Processing

- Understanding Schedule Types
  - Schedule Type F – comes from the source system or a correction in the ECU (comparison of current month Financial Pure to previous month Direct Expense Accepted)
    - E0009 - YTD expenses _____ exists for FCC _____, DMIS ID _____, SUEE _____, Svc PEC _____, Svc BS/L _____, SOF _____ for month _____ of FY _____ but do not exist for the previous month.
    - E0011 - YTD expenses _____ and YTD obligations _____ were received last month for FCC _____, DMIS ID _____, SUEE _____, Svc PEC _____, Svc BS/L _____, SOF _____, but were not received for month _____ of FY _____.

Financial Processing

- Schedule Type M – manual adjustment
  - When you bring a financial file in and validation finds an invalid FCC/DMIS ID combo and catches it in the ECU, does the Schedule Type for the new record that gets created by the correction become an M or does it stay as an F? This is an F on the Direct Expense Accepted Report.
  - When you transfer a financial record in Adjustments to an existing record, what is the Schedule Type? This is an F on the Direct Expense Accepted Report.
  - When you transfer a financial record in Adjustments to a new record (record that does not exist for that month), what is the Schedule Type? This is an M on the Direct Expense Accepted Report.
  - When you add a financial record in Adjustments, what is the Schedule Type? This is an M on the Direct Expense Accepted Report.

Financial Issues/Checks

- EAS IV will not decrement the previous month's net month expense/obligation records automatically. Why?
  - It may be a partial amount on the existing record that needs to move to another account.
  - EAS IV does not know in which month(s) to decrement the partial amount.
- If the user deducts all or a partial amount from an existing financial record from the current or previous month's expenses/obligations, they must also ensure that the new record(s) is updated, as appropriate.
- If the user transfers expenses to a record that did not exist in the source system file and later re-imports the file transferring the expense again, the record receiving the expenses will require an adjustment.

Financial Checks

- Is site processing expense data against deactivated accounts?
- Is site processing expense data against codes that require AMPO approval?
- Is site processing expense data in Support Services accounts that should be reported elsewhere?
- Is site processing direct expenses for EIAA?
- Is site processing direct expenses for EEA accounts other than EEAA? If so, does site have approval?
- Is site processing direct expenses for EFA accounts other than EFAA? If so, does site have approval?
- Is site processing expense data for supplies in EIAA? Per FY10 guidance: SQ FT, SQ FT Cleaned, Personnel expenses, direct expenses, supplies, etc, should not be assigned to this account.

Personnel Issues/Checks

- Has the site reported contractor salary expenses in Personnel Accepted?
- Has the site reported Assigned or Non-available FTEs for contractors?
- Has the site reported Volunteers with Salary expenses?
- Are there any discrepancies between civilian salary expenses and personnel obligations?
- Are there personnel records with mismatched codes (keys), i.e., Pers Cat, Duty Indicator, SEEC, and BS/L?
- Are there accounts that produce workload that are not reporting Available FTEs?

Personnel Issues/Checks

- Is this an authorized GME site per Army *GME-GDE FY10 GUIDANCE and BUSINESS RULES FOR MEPRS* document?
  - If so, did site report GME expenses in authorized accounts?
  - If so, did site report GME expenses in PEC 86761?
  - If so, did site report GME expenses against appropriate skill type codes/skill type suffixes?
  - If not, did site report GME expenses in unauthorized codes?
- Is this an authorized GDE site per Army *GME-GDE FY10 GUIDANCE and BUSINESS RULES FOR MEPRS* document?
  - If so, did site report GDE expenses in authorized accounts?
  - If so, did site report GDE expenses in PEC 86761?
  - If so, did site report GDE expenses against appropriate skill type codes/skill type suffixes?
  - If not, did site report GDE expenses in unauthorized codes?

Personnel Checks

- Is this site reporting personnel expenses in EBF* (Local Non-official GME and/or GDE Teaching Codes) or FA* (Local Non-official GME and/or GDE Student Codes) accounts?
- If so, do the personnel reporting adhere to the guidance provided in the *GME-GDE FY10 GUIDANCE and BUSINESS RULES FOR MEPRS* document?
  - **EBFM TEACHING STUDENTS ONLY: LOCAL UNOFFICIAL GME SITES**
  - **FAMM STUDENTS ONLY: LOCAL GME UNOFFICIAL INTERN/RESIDENT STUDENT TRAINING**
  - **FAPM STUDENTS ONLY: LOCAL GME UNOFFICIAL FELLOWSHIP STUDENT TRAINING**
  - **FAOM STUDENTS ONLY: LOCAL GME UNOFFICIAL RESIDENT/FELLOW RESEARCH**
  - **EBFN TEACHING STUDENTS ONLY: LOCAL UNOFFICIAL GDE SITES**
  - **FANN STUDENTS ONLY: LOCAL UNOFFICIAL GDE INTERN/RESIDENCY STUDENT**
  - **FAQN STUDENTS ONLY: LOCAL UNOFFICIAL GDE RESIDENT/FELLOWSHIP RESEARCH**
- Are Medical (FCBA) and/or Dental (FCBB) Consultant personnel expenses reported?
  - **If so, is FCBA only reported for skill type/skill type suffix 1P, 2*, 3*, 4*, and 5*.**
  - **If so, is FCBB only reported for skill type/skill type suffix 1D, 2*, 4*, and 5*.**

Personnel Checks

- Is this site using Support Services accounts for Administrative Time, i.e., EBC5?
  - Are only skill type 1 dentists (1D) and registered nurses (3R) data reported in EBC5? Note, Service-occupation codes of 00E can not be reported.
  - Are all skill type 1 dentists reporting valid administrative clinical time in EBC5?
  - Are skill type 4 and skill type 5 personnel reporting time in EBC5 as this is not authorized?
- Is this site reporting FTE data in Support Services account EDCA (exception Parent DMIS IDs 0003, 0048, 0064, 0098, 0105, and 0607) or EDDA?
  - If authorized and reporting FTE data in EDCA, is site using DoD PEC 86278 (CONUS) or 86378 (OCONUS)?
  - If site is reporting EDDA, are they reporting in DoD PEC 86276 (CONUS) or 86376 (OCONUS)?

Personnel Checks

- If teaching codes are reported, are associated student codes reported?
  - EBFB – FALB
  - EBFD – FALD
  - EBFH – FAKH
  - EBFK – FAKK
  - EBFM – FAMM, FAOM, or FAPM
  - EBFN – FANN or FAQN
- Are Community or Occupational Health Nurses reporting FTEs in EBC %, EBD%, EBH%, or EBJ% MEPRS codes?
  - Community Health/Occupational Health/Preventive Medicine personnel who are performing administrative duties/functions are not authorized to report administrative time in any EBC*, EBD*, EBH*, or EBJ * MEPRS/FCC.
  - Sites may report Community Health/Occupational Health/Preventive Medicine personnel AOD time in EBCA.

Personnel Checks

- Other Personnel Issues:
  - Is site processing personnel data against deactivated accounts?
  - Is site processing personnel data against codes that require AMPO approval?
  - Is site processing personnel data in Support Services accounts that should be reported elsewhere?
  - Is site processing personnel data in EIAA?
  - Is site processing personnel data for EEA accounts other than EEAA? If so, does site have approval?
  - Is site processing personnel data for EFA accounts other than EFAA? If so, does site have approval?
  - Are physicians reporting time in DJ accounts? DJ is a NURSING account and has never been authorized for physicians.
  - Are Students (Skill Type Suffix W or 00E% service occupation codes) being reported in E% accounts?
  - Is site reporting data in EBCK, EBCL, EBCM, EBCN, EBCO, EBCP, EBCQ, or EBCR accounts? If so, has the account been approved for this site?
  - Is site reporting Service Occupation Codes with the correct skill type and suffix?

Workload Issues/Checks

- Are work centers reported on the ASD Table reported on the square footage and square footage cleaned data sets?
- Are there discrepancies between work centers reported on the square footage data set versus work centers reported on the square footage cleaned data set?
  - Particularly, does this site report higher sq footage cleaned areas than actual square footage for the work center?
  - Or, is the site reporting different total values from month to month on either the square footage and/or square footage cleaned data sets? Typically, Sq footage cleaned values should be equal to or less than the square footage values. Exception: When post/base provides the facility and the MTF provides the housekeeping contract.
- Is this site reporting EDCA or EDDA on the SQ FT or SQ FT Cleaned data sets? The following sites are authorized to report square footage in Support Services account EDCA - DMIS IDs 0003, 0048, 0064, 0098, 0105, and 0607.
- Is this site reporting square footage in CAA1, CAA2, B**1, B**2, FB*2, FD*2, GAAD, GAAE, or GAAF on the SQ FT or SQ FT Cleaned data sets? No sites are authorized unless approved by AMPO.

Workload Issues/Checks

- Was the CLAIMS BILLED data set reported? If so, is site adhering to the to the current Army *FY10 Data Set Guidelines*?
- Does the total of the EIA Meals Served data set match the amount reported for EIAA on the EIB Meals Served data set?
- Are Ancillary accounts reporting data according to the business rules defined in the current Army *FY10 Data Set Guidelines*?
- For Ancillary accounts that report raw and weighted workload:
  - If raw workload was reported, was weighted workload reported greater than zero? (Exception, when CPT weight is zero)
  - If weighted workload was reported, was raw workload reported greater than zero?
  - If workload was reported for DFBA, was workload reported for DFAA? If not, did the site explain the specific account in the site narrative?
  - If workload was reported for DFBA, was workload reported for DFCA or DGA/DGE? If not, did the site explain the specific account in the site narrative?

Workload Issues/Checks

- Did the site reverse the raw and weighted amounts on a data set?
- Support Services accounts reporting data according to the business rules defined in the current Army *FY10 Data Set Guidelines*?
  - Is the site allocating FAZ2 expenses to more than on one EBD account in FY10?
  - FAZ2 should only receive allocated expenses from the Department that has direct supervision of the GWOT Case Managers, as well as EBDI.
- Did all active Providing FCCs report workload, expenses and/or FTEs?
  - If not, which Providing FCCs were not reported?
  - If not, did the site explain the specific account(s) in the site narrative?

Workload Issues/Checks

- Was the F ACCT – RAW PROC data set reported?
  - If so, were all of the site's active F accounts meeting the data set business rules reported? (FCC Include: FAC_, FAF_, FBI_, FBJ_, FBK_, FEA_, FEC_, FEF_)
  - If not, which F accounts were not reported?
  - If not, did the site explain the specific account in the site narrative?
- Was the F ACCT – WTD PROC data set reported? F ACCT RAW PROC F ACCT WTD PROC (FCC Include: FAA, FAB, F_X)
  - If so, were all of the site's active F accounts meeting the data set business rules reported?
  - If not, which F accounts were not reported?
  - If not, did the site explain the specific account in the site narrative?

Workload Issues/Checks

- Does this site have GE% accounts? If so, were all GE accounts reported on the G ACCOUNT data set? Currently, 0048 and 0330 authorized.
- Does this site have Readiness account business rule outliers according to the *FY10 G Acct Business Rules* document?
- Other data set issues:
  - Are minutes of service recorded on the A cost pools correctly, if appropriate? Inpatient Cost Pool data sets: Allocate based on weighted statistical amount; weighted value for inpatient accounts is always the raw value times 1,440.
  - Are data set values unique by month and not copied from previous month's data? If so, did the site explain this anomaly in the site narrative?
  - Is site processing workload data against deactivated accounts?
  - Is site processing workload data against codes that require AMPO approval?
  - Is site reporting workload data for EIAA on data sets other than EIB Meals served?

Workload Issues/Checks

- Other data set issues (con't):
  - Is site processing workload data for EEA accounts other than EEAA? If so, does site have approval?
  - Is site processing workload data for EFA accounts other than EFAA? If so, does site have approval?
  - Is the site reporting more Total Visits than Outpatient Visits? If you are a clinic, Outpatient and Total Visits data set should equal. If not a clinic, compare Outpatient and Total Visits data sets to ensure visits are equal to or higher on the Total Visits data set.
  - Is site reporting year-to-date expenses on the EEAA dataset instead of net month expenses?
  - Is site reporting a data set with only one code, e.g., Providing FCC/DMIS ID combination includes itself only on the data set as a requesting account
  - Reporting the same values from month to month on a data set
  - Reporting a value of 1 for an account (typically AAAA or BAAA) on a data set to get by an allocation error

Preallocation Checks

- Need to Address Warnings:
  - E0044 - Ancillary workload is reported without corresponding Available
  - E0058 - Admissions are reported no occupied bed days
  - E0059 - DFB minutes are reported but no DFA minutes
  - E0060 - Dispositions are reported but no occupied bed days
  - E0064 - FCC _____ is defined as a requesting code for FCC _____ but this requesting FCC associated with DMIS ID _____ did not report workload for month _____ of FY _____.

Preallocation Checks

- Need to Address Warnings:
  - E0070 - Available Clinician/Staff salaries are reported for a non - ancillary account without corresponding workload.
  - E0071 - Clinician/Staff salaries are reported for an ancillary account without corresponding workload.
  - E0072 - Non - Ancillary workload is reported without corresponding Available FTEs.
  - E0073 - Available FTEs are reported for without corresponding workload.
  - E0074 - Non - Ancillary expenses are reported without corresponding workload.

Allocation Checks

- Need to Check Expense Allocated Report to ensure all D, E, and Cost Pool accounts have zero expenses in the ‘Total’ column – prior to transmitting. If expenses exist, this means there are unallocated expenses.
- Do not change any data after Allocation. If any data are changed, Allocation must be rerun before Transmitting or the site data will not match the EAS IV Repository data.
  - Can check this by comparing Accepted Reports and Accepted for Allocated Report

Allocation Checks

- Situation 1: D or E Account with a cost pool on it in which the accounts that comprise the cost pool are closed accounts. Expenses will go to the cost pool without a means to step them down. Exception code E0092 does not catch this type of error because the cost pool has the FTEs to step down, it is just that the accounts within the cost pool are already closed.
- Action Taken: SCR written to add another edit during preallocation validation after the Step Down Support Services Expense Data and Distribute Ancillary Expense Data allocation steps are performed, before calculating the Service Unit Costs.

Allocation Checks

- Scenario 2: D or E accounts report workload to itself only. For instance, Data set DHAA/DMIS ID reported only DHAA with a workload value. Again, the Exception code E0092 does not catch this type of error because DHAA has the workload to step down. Since DHAA cannot allocate to itself, the expenses remain with the DHAA account and unallocated expenses remain.
- Action Taken: SCR written to add another edit during preallocation validation so that it is caught upfront with the edits like workload/no FTEs, expenses/no workload, etc.
- Site Action Needed: Review Data Set Accepted Report particularly for manually entered D and E accounts to ensure data set is NOT reporting workload for itself only.

Allocation Checks

- Scenario 3: D, E, or cost pool account has a negative expense going into Allocation. Currently, EAS has exception codes for Pre-Allocation that should pick up expenses without workload (E0045 and E0074), however, these exceptions are only generated when the expense is greater than zero.
- Action Taken: SCR written to add another edit during preallocation validation so that it is caught upfront with the edits like workload/no FTEs, expenses/no workload, etc.
- Site Action Needed: Review Expense Allocated Report prior to transmitting data to the EAS IV Repository to ensure D, E, and cost pool accounts have zero expenses remaining. If expenses remain, look at the workload reported.

EAS IV Reports

- Allocation Ratios Report – ratio of expenses given to a workcenter by Providing FCC
- Allocation Status Report – displays the status of the last allocation run
- Data Set Accepted for Allocation Report – displays all workload available at the time of allocation
- Data Set Allocated Report – displays only the workload used in allocation (raw or weighted)
- Expense Accepted for Allocated Report – displays all expenses used in allocation (2 tabs: summary by FCC and detail by financial keys)
- Expense Allocated Report – displays all expenses available at the time of allocation (4 tabs: most important – Expense Allocated FCC Detail (Providing Only) – should have a zero balance
- Personnel Accepted for Allocated Report – displays all personnel used in allocation (2 tabs: summary by FCC and detail personnel keys)
- Personnel Allocated Report – displays all personnel available at the time of allocation (4 tabs: most important – Personnel Allocated FCC Detail (Providing Only) – should have a zero balance

Conclusion

- Understand the data:
  - Data entry and what to look for
  - Impacts to Allocation
- Discrepancies
  - Timely correction an issue